

RENTON HUMAN SERVICES ADVISORY COMMITTEE
BYLAWS

MISSION STATEMENT

Renton Human Services Advisory Committee is a diverse group of people from the community who recognizes community assets, anticipates need, and advises the Mayor, Council, and City staff on human services issues of concern to Renton residents.

PREAMBLE¹ – The purpose of the Committee shall be to:
Understand the human services needs of Renton residents.

Evaluate and recommend to the Mayor, Council, and City staff the allocation of funds to specific programs and projects that meet those needs.

Assist City staff in developing policies related to human services affecting Renton residents.

Keep current on community-wide activities that may affect the availability and quality of human services for Renton residents.

ARTICLE I - NAME AND STAFFING

Section 1. The name of this organization shall be the Renton Human Services Advisory Committee (RHSAC).

Section 2. The RHSAC shall have staff support from the Human Services Division.

ARTICLE II – MEMBERSHIP

Section 1. The Mayor will appoint members of the RHSAC for a three-year term of office. Appointments to the RHSAC to fill unexpired terms shall be for the duration of the original term set for the position. The terms are staggered. Each term will start at the time of appointment by the Mayor.

Section 2. The RHSAC membership shall consist of eleven (11) members who must reside within the corporate boundaries of the City of Renton², one of whom shall be a youth representative under 21 years of age at the time of appointment³. The Committee is to be comprised of people who represent the diverse nature of the City, including geography, gender, age, and ethnicity.

¹ Per Renton City Council, Ordinance 5155 adopted on 9/26/05

² Per Renton City Council, Ordinance 5259 adopted on 2/26/07

³ Per Renton City Council, Ordinance 5155 adopted on 9/26/05

Section 3. Procedures for filling vacancies, whether for expired or unexpired terms, shall be as follows:

The Chair may select a Nominating Committee of at least one third of the members to interview any and all individuals who submit their names for consideration.

Anyone interested in serving on RHSAC must submit a City of Renton Application for Boards/Commissions/Committees to the Mayor's office. Staff will do community outreach to ensure that submitted applications reflect the diversity of Renton residents.

The Nominating Committee will submit a list of names recommended for appointment to the Human Services Manager. The Manager will then submit the list of names to the Mayor's office. Members with expiring terms are not guaranteed reappointment and must reapply.

Section 4. Members who cannot attend a meeting must contact the Human Services Manager, in advance of such absences. This will be reported to the Chair. Attendance is tracked over a calendar year. Two unexcused absences and no more than four total absences per calendar year shall be cause for dismissal (except for the youth member), and the recommendation will be forwarded to the Mayor. Following any absence, members must make arrangements with the Human Services Manager to receive materials and a brief overview of the missed meeting. Failure to contact the Human Services Manager to report an absence prior to a regularly scheduled meeting will result in an unexcused absence.

ARTICLE III – SELECTION AND DUTIES OF OFFICERS

Section 1. Officers

Chair and Vice-Chair shall be elected at the first meeting of the calendar year by majority vote of the Committee. The Chair will serve a two (2) year term. The Vice-Chair will serve a one (1) year term. In the final year of the Chair's term, the Vice-Chair will become Chair-elect.

Section 2. Duties of Officers

Chair

The Chair shall preside at all meetings of the Committee.

The Chair shall, as needed, establish all special committees and appoint a committee head, which shall carry out assigned tasks.

The Chair shall be an ex-officio member of all committees except the Nominating Committee.

The Chair is empowered to call additional special meetings as needed.

The Chair shall be authorized to submit correspondence under his/her signature to the Mayor and Council, with the approval of the RHSAC, as indicated by a majority vote.

Vice-Chair

The Vice-Chair shall perform the duties of the Chair in his/her absence.

The Vice-Chair shall also act as the Parliamentarian.

Staff providing support services shall maintain an accurate roll of members in good standing, shall maintain the records of RHSAC, and assist the Nominating Committee or other committees, as called by the Chair.

Section 3. A Nominating Committee consisting of at least one third of the members will be appointed by the Chair, and shall present a slate of officers to the RHSAC for approval at the last meeting of each year.

ARTICLE IV – COMMITTEE MEETINGS

Section 1. All meetings shall be open to the public. At the discretion of the Chair, the public may be invited to comment during the meeting.

Section 2. The RHSAC shall meet the third Tuesday of each month during the year. Additional meetings may be called during the funding recommendation period.

Section 3. Other special meetings and workshops may be held at the call of the Chair or upon request of six (6) members of the RHSAC.

Section 4. Minutes shall be taken by Human Services staff and provided to the Mayor, City Council, City Clerk, and RHSAC members.

Section 5. Six (6) voting members present at a regular or special meeting of the RHSAC shall constitute a quorum. Decisions will be made by majority vote of members present.

Section 6. Roberts Rules of Order, Revised, shall govern all meetings of the Committee.

ARTICLE V – AMENDMENTS

The bylaws may be amended by a two-thirds (2/3) vote of the members present at any regularly scheduled meeting of the committee, provided notification and a copy of the proposed changes has been given to the members of this RHSAC at least seven (7) days in advance of such meeting.